



# Leading Libraries to Success

Workshop in Library Leadership  
October 1–3, 2003  
Yakima, Washington



*Washington*  
**Secretary of State**  
STATE LIBRARY

# Program outline

## Wednesday, October 1

7:00 PM – 9:00 PM **WILL 2003 trustee reception**

## Thursday, October 2

7:00 AM – 8:30 AM **Buffet breakfast**  
8:30 AM – 9:00 AM **Welcome and introductions**  
Saving the state's libraries  
9:15 AM – 10:30 AM **Concurrent sessions**  
Basic trusteeship – Part I  
Successful election results – Part I  
Top notch budget presentations  
From the ground up: funding and designing library buildings  
10:45 AM – 12:00 PM **Concurrent sessions**  
Basic trusteeship – Part II  
Successful election results – Part II  
Working with Friends of the Library  
Children's Internet Protection Act (CIPA) issues  
12:00 PM – 1:30 PM **Lunch**  
Values vs. rights  
1:30 PM – 2:45 PM **Concurrent sessions**  
Confidentiality of records and Open Meetings Act  
It's all about people  
Children's Internet Protection Act (CIPA) issues (Repeat)  
Media savvy  
3:00 PM – 5:00 PM U.S. Patriot Act and its impact on libraries  
6:00 PM – 7:30 PM **Dinner**  
Legislative issues, past and future  
7:30 PM – 9:30 PM **Dessert buffet** (Yakima Conference Center)

## Friday, October 3

7:00 AM – 8:30 AM **Buffet breakfast**  
8:30 AM – 10:00 AM Leadership, trusteeship, and board relationships  
10:30 AM – 11:45 AM **Concurrent sessions**  
Basic budgeting  
Advocacy  
Handling conflicts in your board and community  
Planning, patience and persistence: establishing a successful library foundation  
12:00 PM – 2:00 PM **Lunch**  
Funding crisis in libraries: What can we do?

# Program tracks

Thursday	New Trustees	Community Relations	Advocacy	Leadership
8:30 AM – 9:00 AM	Saving our state’s libraries			
9:15 AM – 10:30 AM	Basic trusteeship – Part I & II	Successful election results – Part I & II	Top notch budget presentations	From the ground up
10:45 AM – 12:00 PM			Working with Friends of the Library	CIPA issues
12:00 PM – 1:30 PM	Lunch: Values vs. rights			
1:30 PM – 2:45 PM	Open Meetings and Records Act	It’s all about people	Media savvy	CIPA issues (Repeat)
3:00 PM – 5:00 PM	U.S. Patriot Act			
6:00 PM – 7:30 PM	Dinner: Legislative issues			
7:30 PM – 9:30 PM	Dessert buffet (Yakima Conference Center)			

Friday	New Trustees	Community Relations	Advocacy	Leadership
8:30 AM – 10:00 AM	Leadership, trusteeship, and board relationships			
10:30 AM – 11:45 AM	Basic budgeting	Foundations	Advocacy	Handling conflicts
12:00 PM – 2:00 PM	Lunch: Funding crisis in libraries			

# Presenters



Mary Minow is an attorney, consultant, former librarian, and library trustee. She has taught law at the San Jose State School of Library Science. In 2002, Ms. Minow was president of the California Association of Library Trustees and Commissioners, and currently serves as its policy analyst. Ms. Minow is also a legal consultant with LibraryLaw.com.

Ms. Minow has written extensively on legal issues in professional library journals and for LLRX, a Web journal which provides legal and library professionals with up-to-date information on Internet and technology-related subjects. Her most recent article, "U.S. Patriot Act" was published October 1, 2002 in *Library Journal*. She is the co-author of *The Library's Legal Answer Book*.

Ms. Minow received her B.A. from Brown University, her M.L.S from the University of Michigan, Ann Arbor, and her J.D. from Stanford University.

Pat Wagner and her partner Leif Smith own Pattern Research, a 28-year-old research and training business in Denver. She has written two books on libraries and is known for her good-humored and down-to-earth programs.

Ms. Wagner has worked with libraries, library organizations and library boards, as well as non-profit, private and public sector boards for more than 25 years. She has dealt on a practical level with issues of community leadership, advocacy, elections, fund-raising, decision-making, governance, strategic planning, book and internet challenges, community relations and conflict management with library boards.

Ms. Wagner is also a regional institute trainer on project management, conflict management and workplace influence for the Library Administrators and Managers Association (LAMA) of the American Library Association.



# Presenters



Sam Reed is Washington's 14<sup>th</sup> Secretary of State. Since assuming this position, he has fought to preserve Washington's oldest cultural institution, the State Library. Through Reed's leadership, this 150-year institution is reinventing itself and evolving into a premier institution of Washington history.

As Secretary, Reed has broken ground on America's first state government digital archives and currently chairs the Washington Territorial Sesquicentennial Commission. Reed, whose family lived here in territorial days, has a deep interest in Washington's past. Working with the Commission has afforded him the opportunity to preserve and recognize Washington history and meet the people dedicated to preserving it.

Secretary Reed is active in many government and civic organizations such as Olympia Kiwanis, of which he is immediate past president, the Washington State Historical Society Board of Trustees, TVW's Board of Directors, the YMCA Youth

and Government Board, the State Capitol Committee, and the Mainstream Republicans of Washington, of which he served as co-founder and state chair.

Secretary Reed resides in Olympia with his wife Margie and has two adult children, David and Kristen, and one grandchild born in November of 2002.

# Program

## Wednesday, October 1

7:00 PM – 9:00 PM

**WILL 2003 trustee reception**

**Plum Room**

## Thursday, October 2

7:00 AM – 8:30 AM

**Buffet breakfast**

**Apple/Cherry Rooms**

8:30 AM – 9:00 AM

**Welcome and introductions**

**Apple/Cherry Rooms**

### **Saving the state's libraries**

An eloquent and passionate supporter of libraries, Secretary of State Sam Reed has traveled the state talking with public officials, the media, and business leaders about the importance of libraries. He presents his views on the future of libraries in Washington.

Sam Reed, Secretary of State

9:15 AM – 10:30 AM

### **Concurrent sessions**

#### **Basic trusteeship – Part I**

**Pear Room**

Are you new to the library board? Still unsure of what you should be doing? A former state library commissioner and an experienced board member team up to explain the responsibilities of library trustees, identify how to be effective board members, and review resources available to assist trustees—especially the Public Library Trustee Manual.

Linda Lambert, Director, Whatcom Community College Library  
Amory Peck, Trustee, Whatcom County Library

#### **Successful election results – Part I**

**Plum Room**

In the current economic climate, more and more libraries are forced to ask their communities to vote on levy lid lifts and bond measures. Go in with your eyes open, knowing what you as a trustee must do to ensure your library is successful. Ms. Pate trains and works with school district levy committees as a consultant through the Washington Education Association. She is conducting regional workshops for library staff across the state sponsored by the Washington Library Association.

Leigh Pate, Consultant, LPC Inc.

#### **Top notch budget presentations**

**Peach Room**

A concise, clear, and graphic explanation of the library's budget is imperative when your library is competing for funding with other critical city and county services. Library staff share the types of documents, exhibits, and presentations which trustees and directors can develop to effectively promote their library's budget to its governing officials.

Susan Odencrantz, Director, Tacoma Public Library

## Thursday, October 2 (Continued)

### **From the ground up: funding and designing library buildings**

**Ballroom C**

Before your library starts a building or remodeling effort, it is vital that you know what is expected of you as a trustee. How can you most effectively assist in the process? What are your unique responsibilities? Library directors, staff, and an architect review the role of trustees in the planning, funding and participation in local building projects.

Jonalyn Woolf-Ivory, Director, Sno-Isle Regional Library  
Bruce Ziegman, Director, Fort Vancouver Regional Library  
Alex Harris, Capital Program Director, Seattle Public Library  
Lisa Roberts, Principal, Buffalo Design

10:30 AM – 10:45 AM

### **Break**

10:45 AM – 12:00 PM

### **Concurrent sessions**

#### **Basic trusteeship – Part II**

**Pear Room**

#### **Successful election results – Part II**

**Plum Room**

#### **Working with Friends of the Library**

**Peach Room**

Friends of the Library enhance the funds, activities, and services of a local library. They can be the library's most ardent supporters and volunteers. Explore what Friends can do, how trustees can work positively with Friends in support of library goals and what is important to know about the laws regulating Friends' groups.

John Sheller, President, Washington Library Association  
Barbara Wheeler, Orcas Island Friends of the Library

#### **Children's Internet Protection Act (CIPA) issues**

**Ballroom C**

An attorney, a local library CIPA expert, the state's library federal relations coordinator, and the state's federal grants administrator present the latest updates on issues surrounding the recent Supreme Court decision and how it impacts Internet access in local libraries.

Art Blauvelt, Trustee, Timberland Regional Library  
Jeff Martin, LSTA Administrator, Washington State Library  
Candy Morgan, Associate Director, Fort Vancouver Regional Library  
Jan Sanders, Director, Spokane Public Library

12:00 PM – 1:30 PM

### **Lunch**

**Apple/Cherry Rooms**

#### **Values vs. rights**

Trustees must consider and balance the widely divergent opinions, cultures, and people within their communities as they make decisions for their libraries. Lawyer and librarian Mary Minow leads a discussion during lunch on how to approach the sometimes conflicting views, needs, and desires of diverse local communities.

Mary Minow, Library Law Consultant

# Program

## Thursday, October 2 (Continued)

1:30 PM – 2:45 PM

### Concurrent sessions

#### **Confidentiality of records and Open Meetings Act**

**Plum Room**

Assistant Attorney General Thomas “Chip” Holcomb defines and discusses open meeting and confidentiality of records laws and how they govern the actions of public library trustees. The state’s expert on these subjects, Mr. Holcomb brings more than 20 years of experience in guiding public officials through these important and complex issues.

Thomas “Chip” Holcomb, Assistant Attorney General

#### **It’s all about people**

**Pear Room**

Involving your community in the library through special events, forums, and lively activities guarantees that the library remains the focus of attention and support. Four panelists will share dynamic and effective ways to create positive relationships with your library’s patrons.

Victoria Parker, Director, Orcas Island Library

Regan Robinson, Director, Stevens County Library

Audrey Stupke, Trustee, Orcas Island Library

Julie Wallace, Community Relations Manager, King County Library

#### **Media savvy**

**Peach Room**

A library community relations manager joins members of the local media to share secrets and strategies for getting the best possible coverage for your library. Ms. Kelly provides guidance on how to get the news coverage you need when you need it, prepare for and handle policy issues when facing the media during crises and controversies, and build good working relationships with the local media.

Mary Kelly, Community Relations Manager, Sno-Isle Regional Library

#### **Children’s Internet Protection Act (CIPA) issues (Repeat)**

**Ballroom C**

See previous description.

2:45 PM – 3:00 PM

### **Break**

3:00 PM – 5:00 PM

#### **U.S. Patriot Act and its impact on libraries**

**Ballroom A/B**

Mary Minow, a nationally-recognized lawyer and librarian, heads a panel of experts to explain the details of the U.S. Patriot Act, review the impact on library operations, and discuss the responsibilities of trustees and libraries in complying with the Act.

Mary Minow, Mary Minow, Library Law Consultant

Candy Morgan, Associate Director, Fort Vancouver Regional Library

Michael Schuyler, Technical Services Manager, Kitsap Regional Library



# Program

## Thursday, October 2 (Continued)

6:00 PM – 7:30 PM	<b>Dinner</b>	<b>Apple/Cherry Rooms</b>
	<b>Legislative issues, past and future</b>	
	Steve Duncan, a 15-year veteran of library legislative issues in the state, reviews the 2003 legislative session and previews the issues which may face libraries in the up-coming session.	
	Steve Duncan, Legislative Consultant and Liaison, Washington Library Association	
7:30 PM – 9:30 PM	<b>Dessert buffet</b>	<i>Yakima Conference Center</i>
	Join with the participants of the Washington Association of Library Employees (WALE) for delectable desserts in the Yakima Convention Center. Cameron Johnson, Everett Public Library, will speak on “Notions of Leadership” from 7:30-8:30 PM. Dessert will be served at 8:30 PM.	

## Friday, October 3

7:00 AM – 8:30 AM	<b>Buffet breakfast</b>	<b>Apple/Cherry Rooms</b>
8:30 AM – 10:00 AM	<b>Leadership, trusteeship, and board relationships</b>	<b>Apple/Cherry Rooms</b>
	Nationally-known consultant Pat Wagner examines the importance of leadership and provides valuable guidance on how to use it effectively within your library board and community. Both inspirational and practical, Ms. Wagner prepares trustees for tackling the nitty-gritty issues of governing a library.	
	Pat Wagner, Consultant, Pattern Research	
10:00 AM – 10:30 AM	<b>Break and check out</b>	
10:30 AM – 11:45 AM	<b>Concurrent sessions</b>	
	<b>Basic budgeting</b>	<b>Peach Room</b>
	One of a trustee’s most critical responsibilities is oversight of the library’s budget. This can be an overwhelming and bewildering task for a new or less experienced trustee. Two skilled finance officers explain the basics of library budgeting and the roles which trustees should perform for their libraries—in both municipal and district libraries.	
	Patty Duitman, Associate Director, Fort Vancouver Regional Library Bob Goldstein, Chief Financial Officer, Seattle Public Library	

# Program

## Friday, October 3 (Continued)

### **Advocacy**

**Ballroom B**

To remain viable and well-funded, library trustees must exert strong leadership and champion our cause. Action is imperative to keep libraries healthy and vital. Four experienced trustees and directors describe how trustees can develop and increase support for critical library issues.

Anne Haley, Former Director, Yakima Valley Regional Library  
Seri Perlow, Trustee, Kitsap Regional Library  
Patience Rogge, Trustee, Jefferson County Library  
Jan Sanders, Director, Spokane Public Library

### **Handling conflicts in your board and community**

**Ballroom C**

In today's world of the Internet, shrinking budgets and security concerns, it is impossible to serve as a trustee without dealing with serious differences of opinion. Learn how to negotiate and work through difficult issues within your board and your community from a skilled library consultant.

Pat Wagner, Consultant, Pattern Research

### **Planning, patience and persistence: establishing a successful library foundation**

**Pear Room**

With declining budgets, libraries are forming foundations to assist in gaining additional revenue for special needs and projects. A foundation executive director and an attorney outline how to coordinate a successful foundation, which includes how to avoid the most common pitfalls. They will address how to keep your Friends and foundation groups supporting each other's unique roles.

Jeanne Thorsen, Executive Director, King County Library System Foundation  
Tamara Watts, Attorney, Preston Gates Ellis

12:00 PM – 2:00 PM

### **Lunch**

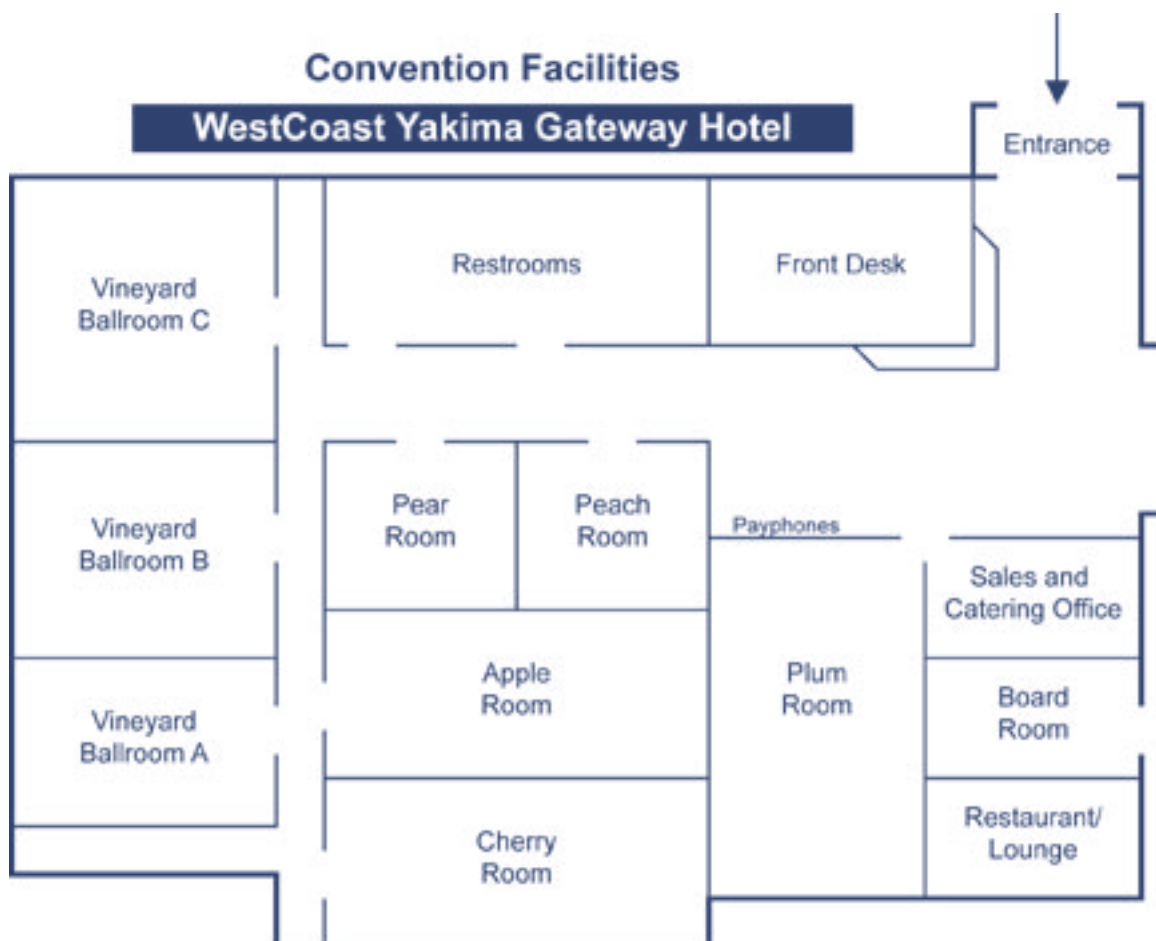
**Apple/Cherry Rooms**

### **Funding crisis in libraries: What can we do?**

Trustees are faced with difficult policy decisions about service priorities due to significant revenue limitations. Directors of four major libraries discuss local funding issues and share ideas on how libraries and trustees can meet these needs.

Deborah Jacobs, Director, Seattle Public Library  
Bill Ptacek, Director, King County Library System  
Jan Sanders, Director, Spokane Public Library  
Mike Wirt, Director, Spokane County Library

# Hotel map



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## **WILL Advisory Committee members:**

Fred Fleischman, Trustee, Enumclaw Public Library

Victoria Parker, Director, Orcas Island Library

Amory Peck, Trustee, Whatcom County Library

Patience Rogge, Trustee, Jefferson County Library

Audrey Stupke, Trustee, Orcas Island Library

Jonalyn Woolf-Ivory, Director, Sno-Isle Regional Library

## **Staff:**

Karen Goettling, Consultant, WILL Coordinator, Washington State Library

Rand Simmons, Project Manager, Washington State Library



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